



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
ASSOCIATE PARK AND RECREATION SPECIALIST
OPEN



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.
BV40-1089 2PR14

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN	Applications will be accepted on an open basis only.		
POSITIONS EXIST	Statewide		
HOW TO APPLY	Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE , personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.		
WHERE TO APPLY	Applications (Std. Form 678) may be delivered in person or by mail. Please submit to: <table><tr><td>BY MAIL TO: Department of Parks and Recreation Attention: Examination Unit P.O. Box 942896 Sacramento, CA 94296-001</td><td>FILE IN PERSON: Department of Parks and Recreation 1416 9th Street Room 1018, (10th Floor) Sacramento, CA 95814 (916) 651-1404</td></tr></table> INCLUDE "EXAM CODE 2PR14" ON YOUR APPLICATION. THE SECTION TITLED (EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING)	BY MAIL TO: Department of Parks and Recreation Attention: Examination Unit P.O. Box 942896 Sacramento, CA 94296-001	FILE IN PERSON: Department of Parks and Recreation 1416 9th Street Room 1018, (10th Floor) Sacramento, CA 95814 (916) 651-1404
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FINAL FILING DATE	Applicants who meet the minimum qualifications by December 14, 2012 , the final file date may apply.		
EXAMINATION DATES	It is anticipated that interviews will be held during February/March 2013.		
SALARY RANGE	\$4833 - \$5874		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.		
ELIGIBLE LIST INFORMATION	An open eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by December 14, 2012, the final filing date. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected. Pursuant to Government Code 18935(b), candidates with <u>permanent</u> full time status at the Associate Park and Recreation Specialist level or above may not be eligible to apply for this examination.		

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**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Education: Equivalent to graduation from college with any major, but preferably in environmental or urban planning, public administration, recreation, park management, or a natural resource-related field.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

And

Either I

One year of experience performing the duties of a Park and Recreation Specialist, Range C.

Or II

Three years of increasingly responsible professional experience in planning, administrative or technical work in connection with the analysis, development and implementation of outdoor recreation plans and programs.

POSITION DESCRIPTION

This is the full journey level class. Incumbents perform the more responsible, varied and complex work, and continually provide consultative services to departmental management, governmental agencies and others. They may be assigned as a lead worker on a team with other Park and Recreation Specialists of equivalent or lower classifications to work on specific major projects.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

A. Knowledge of:

1. General principles and techniques of research and statistical analysis.
2. General concepts and principles of ecology, land use, conservation, and planning, particularly as they related to outdoor recreation and recreational and historical resources.
3. Structure, administrative, and fiscal procedures of the Federal, State, and local governments.
4. Trends in outdoor recreation usage, including social and economic factors.
5. Laws and regulations of various levels of government relating to the funding, acquisition, development, and operation of recreational areas and outdoor recreational programs.
6. Group leadership.

B. Ability to:

1. Reason logically and analyze data.
2. Communicate orally and in writing, and prepare reports.
3. Establish and maintain cooperative relations, and deal tactfully with a variety of private and governmental individuals and groups.
4. Creatively solve complex outdoor recreation and related problems.
5. Prepare finished reports with clear, concise recommendations and analyses.
6. Coordinate the work load of others, lead project groups.
7. Interpret and assist in the development of policy.
8. Understand and comply with State administrative procedures.

**VETERANS'
PREFERENCE AND
CAREER CREDITS**

Veterans' preference or career credits are not granted in this examination.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-1404, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility **to contact the Examination Unit of the Department of Parks and Recreation, (916) 651-1404**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, California Department of Human Resource Office, local offices of the Employment Development Department, and Department of Parks and Recreation.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Examination Unit, 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-1404 or
P.O. Box 94296, Sacramento, CA 94296-0001

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)